STARS

Student Tracking and Reporting System

Education Campus
New School Year Set-Up
eSIS v 10.1
Version 1

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STARS
Student Tracking and Reporting System

2008 Secondary New School Year Setup Guide

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STARS
Student Tracking and Reporting System

2008 Secondary New School Year Setup Guide

Overview

This guide reviews the school and student functions that must be completed prior to the start of new school year.

Objectives

Upon completion of this session, participants should be able to:

- Complete Post-YET activities
- Add and delete a homeroom
- Mass assign homerooms
- Update staff maintenance
- Understand the student registration process
- No Show and Withdraw students
- Add advisory course for all students

1.0 Post-YET School Set Up Review

Prior to executing the beginning of year processes, the user will review and edit Post-YET Set Up to guarantee that the school's configuration is set up properly and all information is accurate.

1.1 **Update School Details – *Path: School > School Information > School Details*.** Make changes as needed.

1.2 **Review School Schedule – *Path: School > School Information > Schedule*.** Update dates.

1.3 **Review Non-School Days – *Path: School > School Information > Non-School Days*.** Review non-school days.

1.4 **Run Attendance Tumbles – *Path: Attendance > Daily or Period Attendance > Attendance Tumbles*.** Must be run to rebuild calendar.

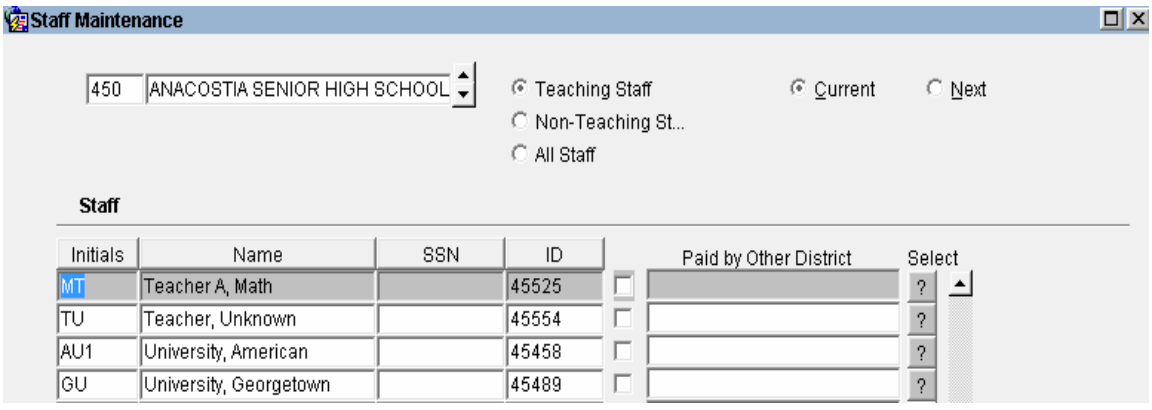
1.5 **Review/Update Staff Maintenance –*Path: School > School Information > Staff Maintenance*.** As new teachers are hired, replace default teacher names entered earlier (such as "New Teacher 1" or "TBD") with the actual teacher name. See details below.

Review Staff Maintenance

Prior to YET, schools may have had teaching vacancies. Schools may have used generic teacher default names such as "New Teacher" or "TBD" as placeholders. When you have hired new teachers, you will replace the default names with the actual teacher name.

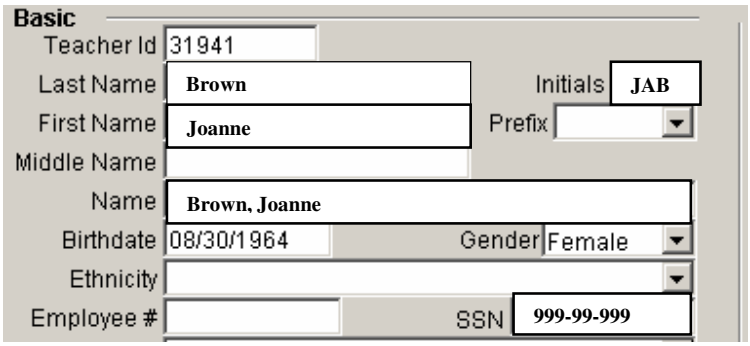
Staff Maintenance Update

In Staff Maintenance, locate the record for the teacher name, for example, "Teacher A- Math", and click the Staff Details button.



In the Staff Maintenance Details screen, update the following fields:

- ***Last Name***,
- ***First Name***, ***Initials (3 digits)***,
- ***Birth Date (must have at least month and day, year may be set to 2000)***,
- ***Gender***
- ***SSN (must have at least the last 4 digits)***.



These fields are now required for all teachers for School Net processing.

(**Note:** School Net is an instructional and curriculum management system. It ties together curriculum content and resources, and student progress and assessment data to facilitate more refined individualized instruction for students and better targeted professional development for teachers.)

Now, in Course Section Maintenance, all sections that had been assigned to "Teacher A- Math" or the former teacher name are updated automatically with the newly hired teacher's name.

All homerooms have been updated with the teacher's name as well. You will not have to update each course section or homeroom.

1.5 Update Rooms – *Path: School > School Information > Rooms*.

Add/delete rooms as needed.

2.0 Homerooms

2.1 Homeroom Set Up and Student Assignment

The purpose of this portion of the guide is to instruct the user on how to set up and maintain homerooms. Student assignment to homerooms and mass assignment is included in this portion of the guide as well.

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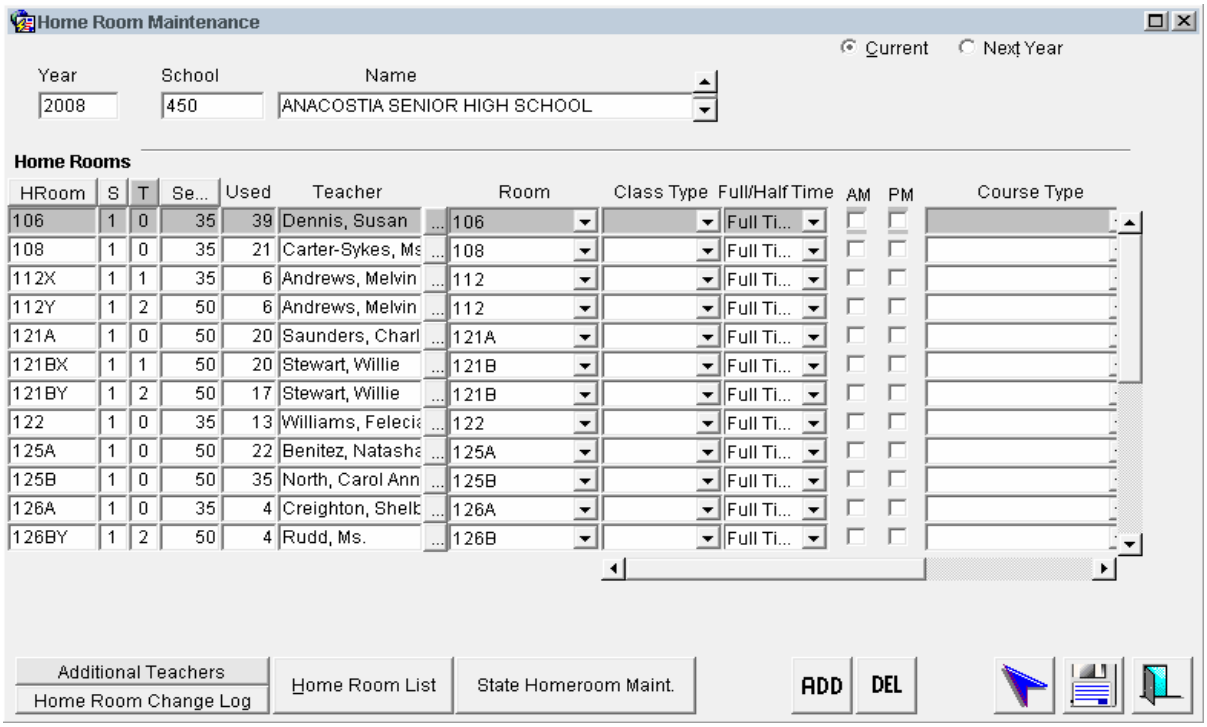
To access the Homeroom Maintenance, follow this navigational path from the Start screen:
Path: School > School Information > Homeroom Maintenance

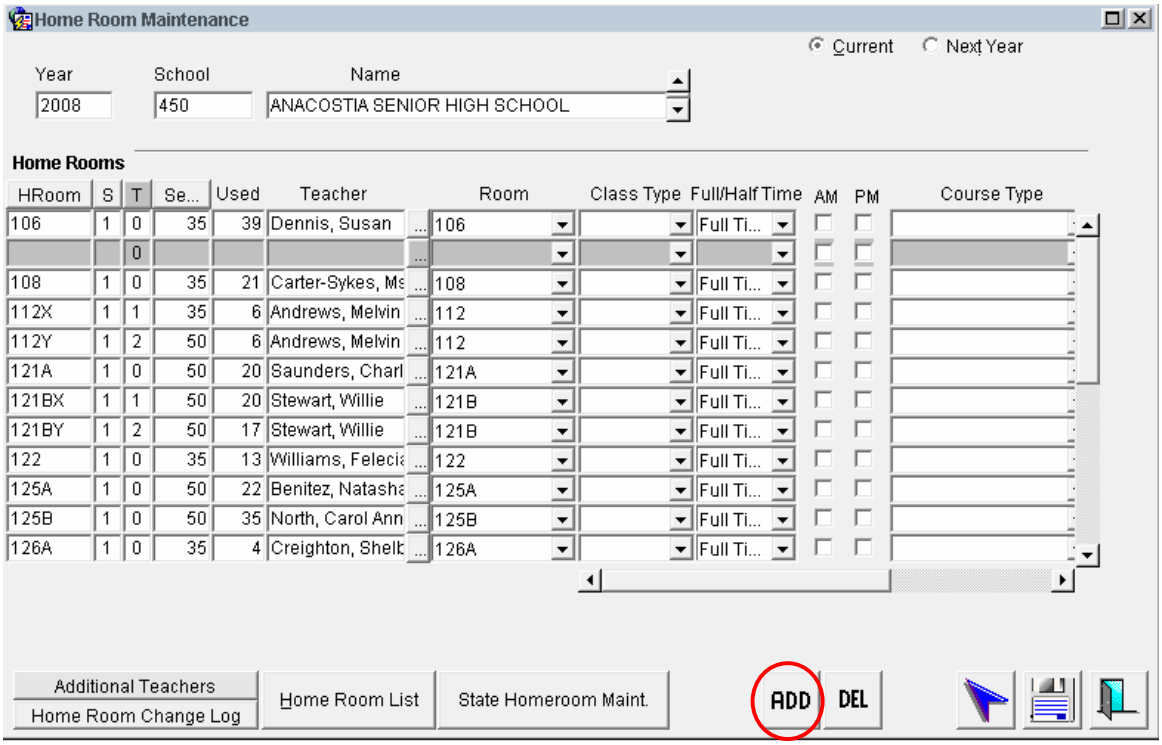


- **HRoom** is the abbreviation for Homeroom code. This code, which can match the room number, may be four alpha or numeric characters in length.
- **S** is the abbreviation for Semester.
- **T** is the abbreviation for term**.**
- **Se…** is the abbreviation for Seats. Insert the maximum number of seats allocated to the classroom.
- **Used** is the abbreviation for the number of Seats used. This total will be automatically calculated based on the number of students assigned to the homeroom.
- **Teacher** is the teacher assigned to the homeroom. Select from the ellipsis button.
- **Room** is the location of the homeroom. Select from the drop-down.
- **Full/Half Time**. Choose Full Time status for all homerooms. **<u>This is required to input homeroom attendance.</u>**

2.2 Add a Homeroom – Delete a Homeroom

To add a new homeroom, proceed as follows:

- Click the **ADD** button on the bottom right side of the **Home Room Maintenance** screen. Once you click the **ADD** button, a new blank record appears, ready for data input.



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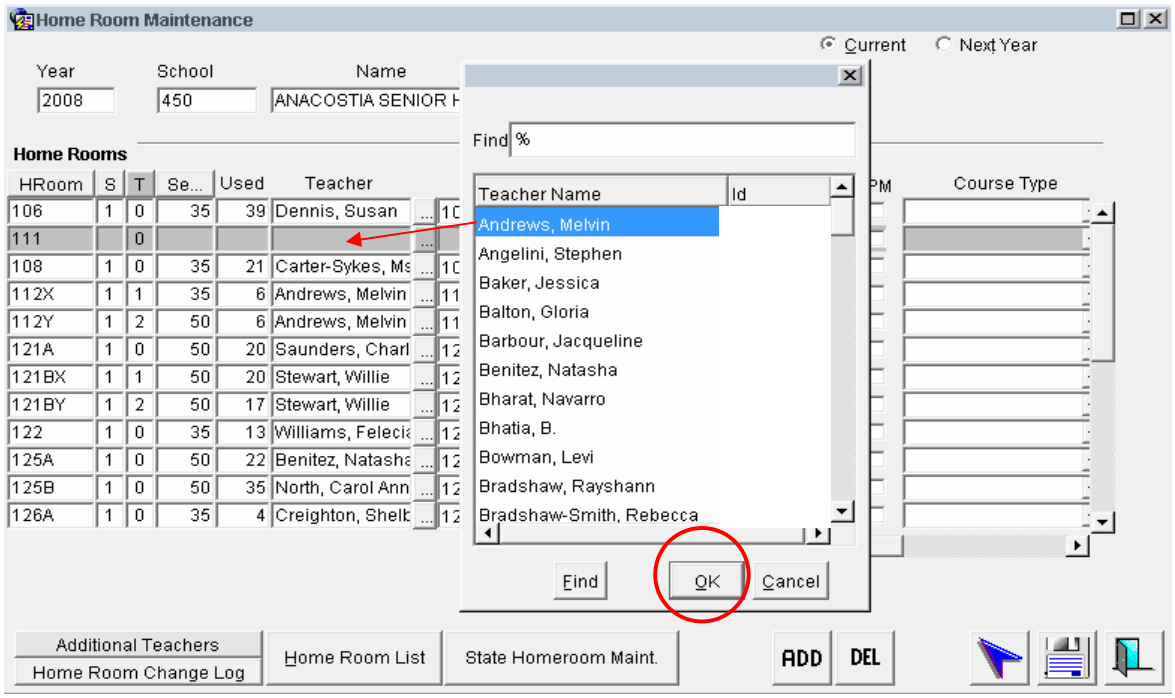
- Enter the homeroom code in the **HRoom** field. This code, which can match the room number, may be a maximum of six alpha or numeric characters. For example, Room 213 might be assigned a homeroom code of 213, 0213 or Z213. The homeroom code combined with the Semester must be unique.

- Enter the number 1 in the **S** field.

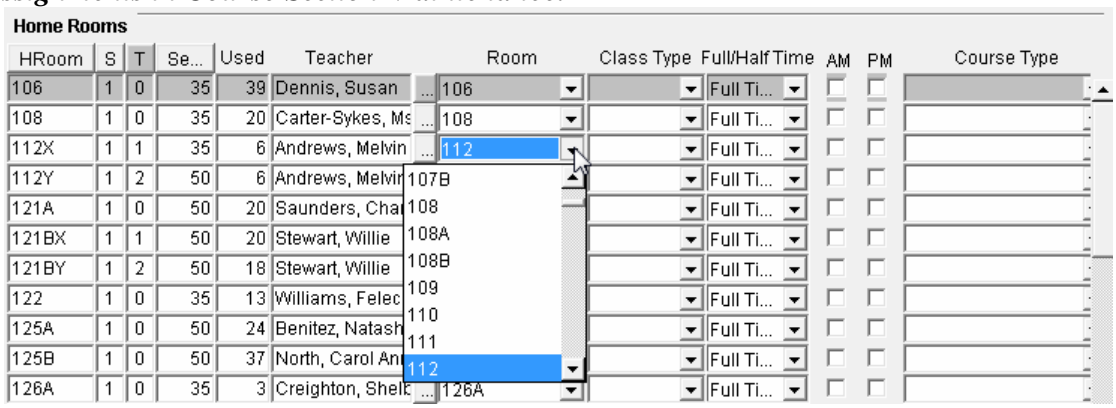
- Enter the number of seats allocated to the classroom in the **Se…** field.

- Populate the **Teacher** field by clicking on the ellipsis button and selecting the correct teacher.

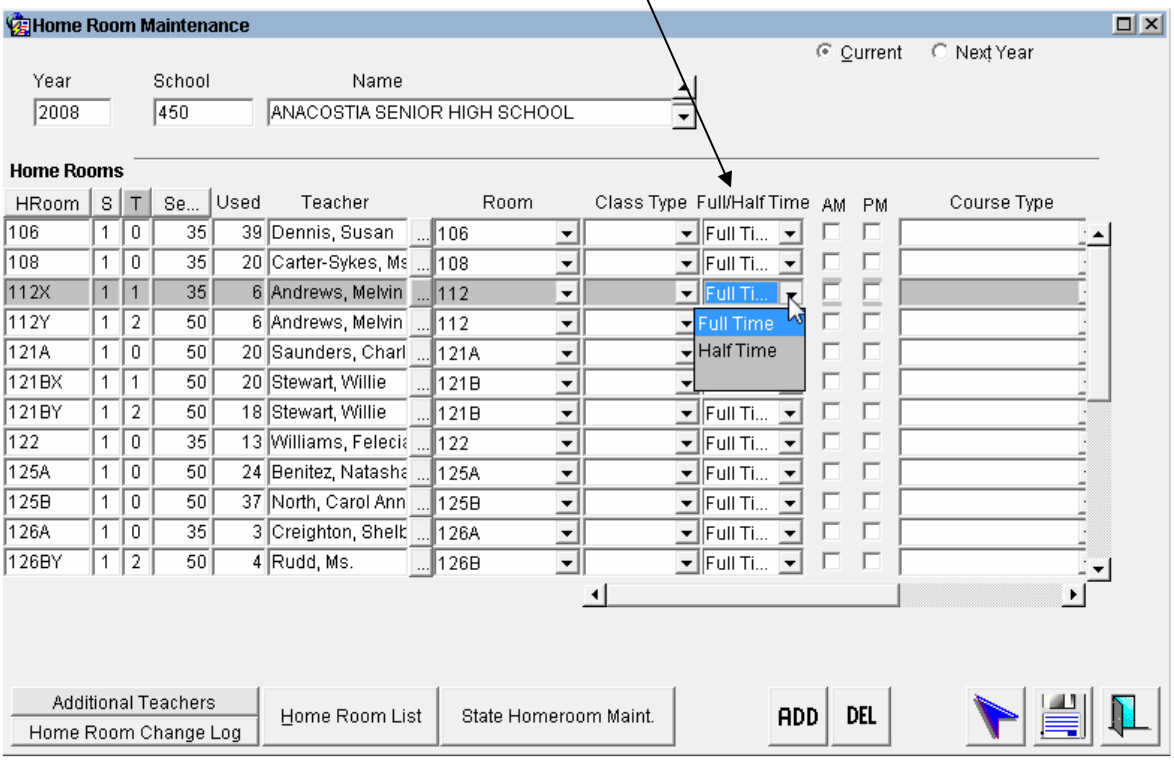


- Click on the **Room** drop-down as shown below. Scroll through the list and select the correct room by clicking on it.

Note: If you have changed school buildings, and your rooms have changed significantly, be sure to update your Rooms List prior to updating the Home Room Maintenance. You will also want to update room assignments in Course Section Maintenance.



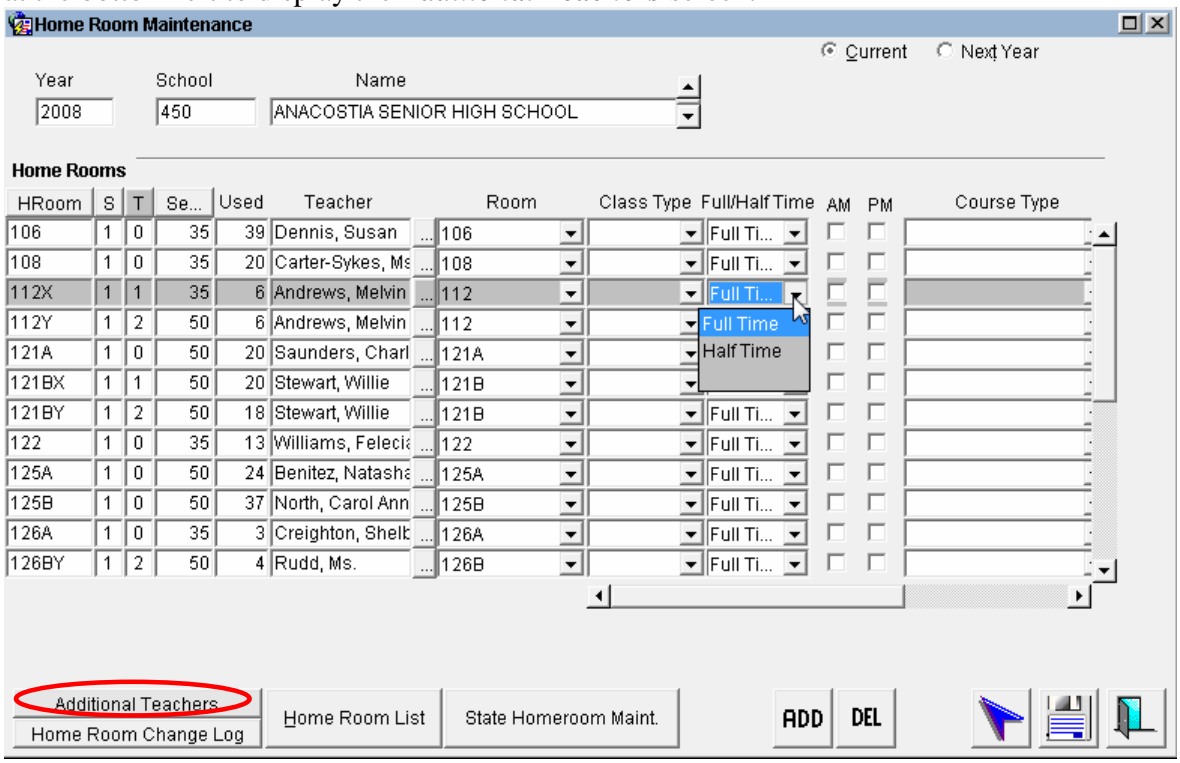
- Choose **Full Time** status from the drop-down list.



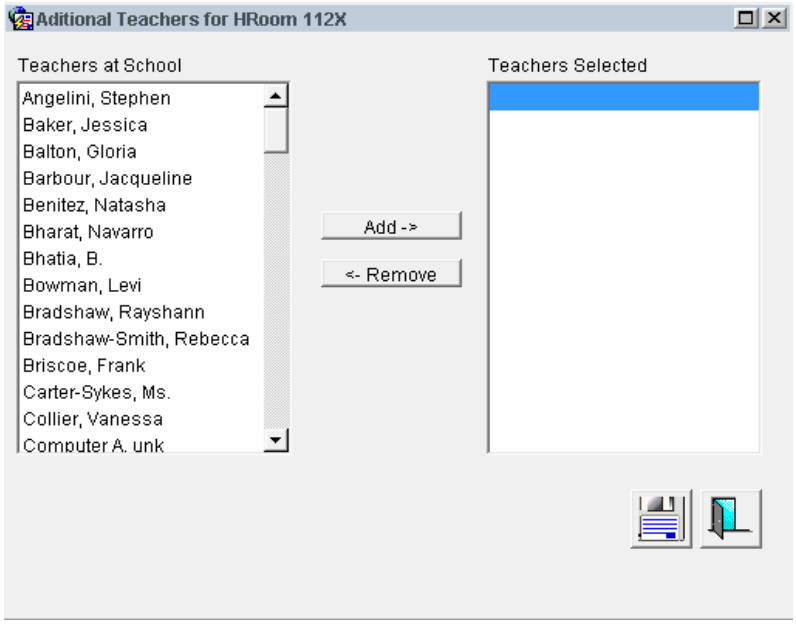
- Click the **Save** button.

- Secondary schools will create a second homeroom record with the same information, but for semester two. This can be done manually in Homeroom Maintenance, or by using the MASS Homeroom Assignment copy function.

- To assign more than one teacher to a homeroom, click the ***Additional Teachers*** button at the bottom left to display the ***Additional Teachers*** screen.



- Select the desired teacher name and click ***"Add"*** to move the name into the Teachers Selected area. Click ***"Remove"*** to delete a teacher from this area.



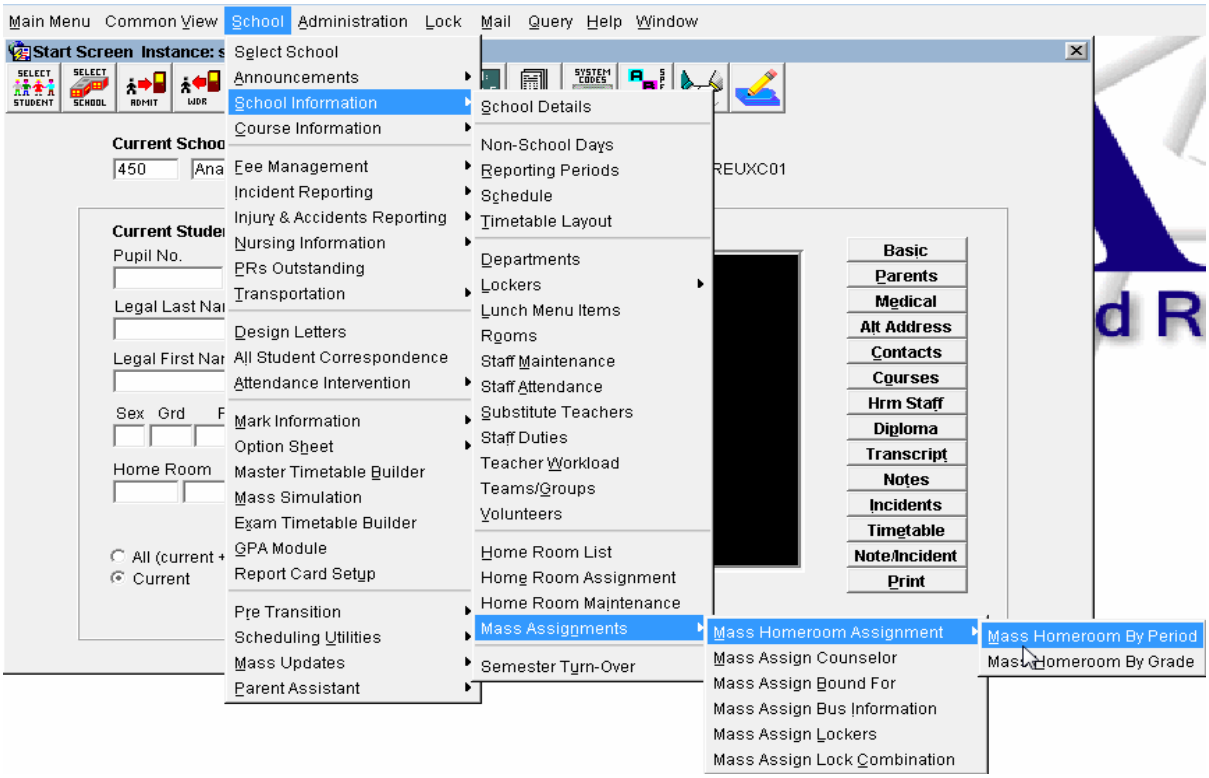
2.3 Delete a Homeroom

To remove a homeroom click the **DEL** button at the bottom right hand side of your screen.

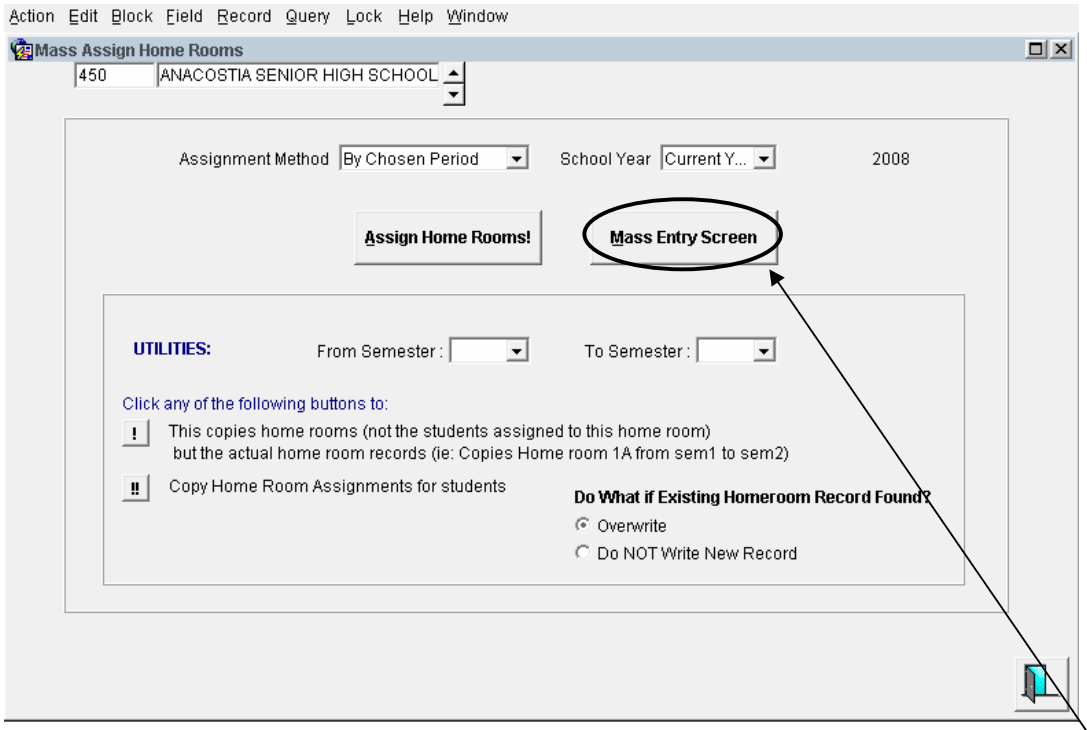
Note: If the system does not allow you to delete a homeroom, open the Homeroom Change Log. You may have entries in the log due to changes such as a teacher name change. Once the log entries have been deleted, you will be able to delete the homeroom.

2.4 Assign Students to Homerooms

Use the Home Room Mass Entry Screen to Assign Homerooms
Homeroom Mass Entry Screen
Path: School > School Information > Mass Assignments > Mass Assignments Homeroom > Mass Assign by Period

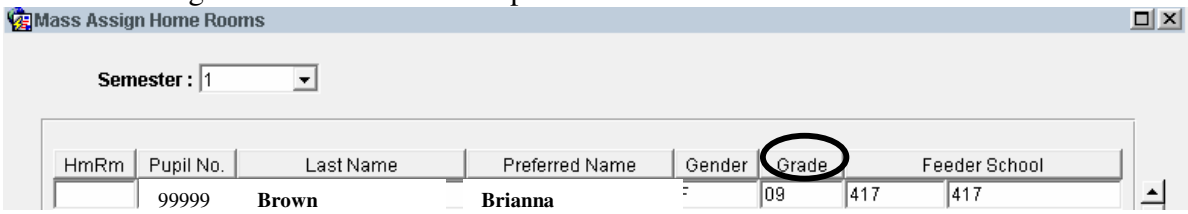


The Mass Assign Home Rooms Screen opens.



- To review and update all of your homeroom assignments, click the Mass Entry Screen button.

The Mass Assign Home Rooms screen opens.

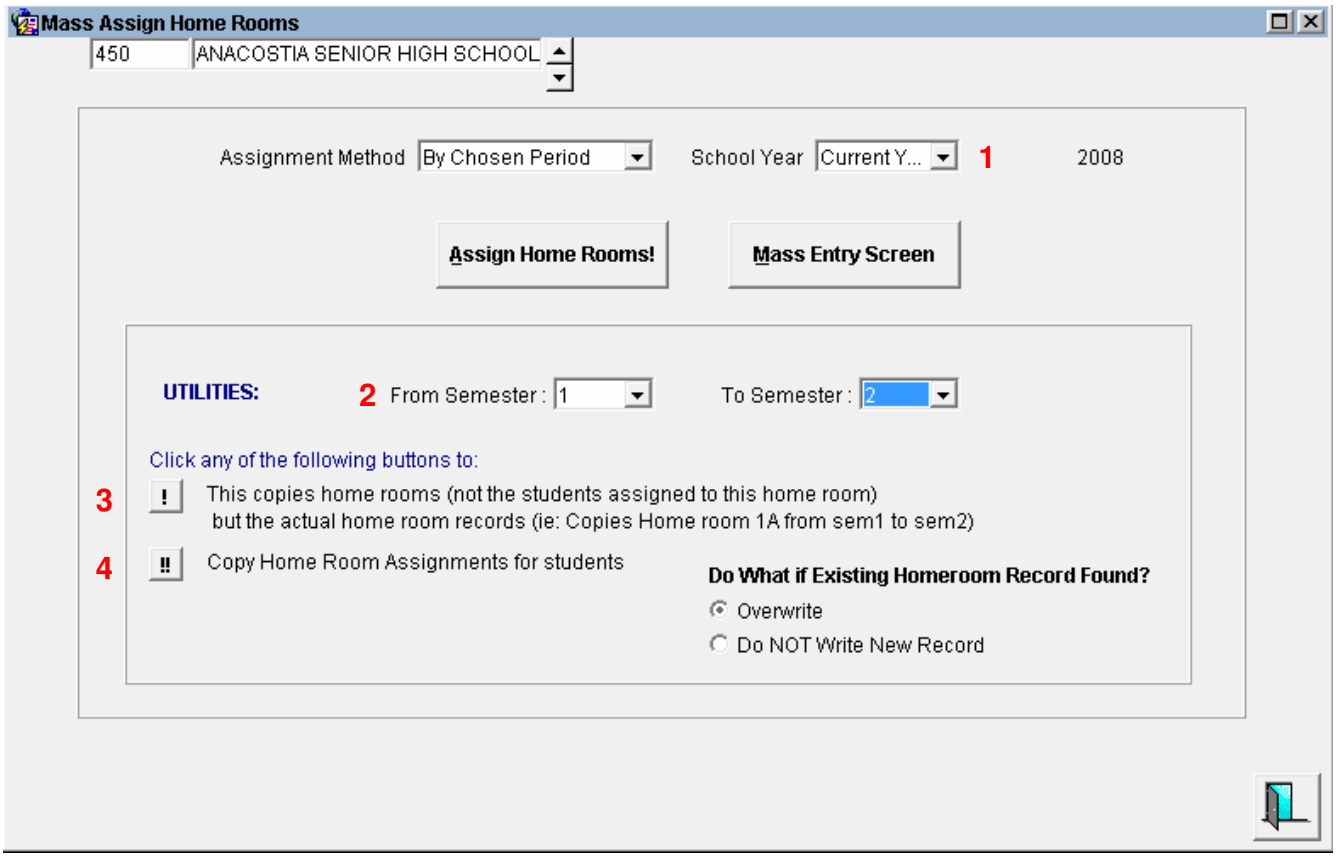


- Click the ***"Grade"*** button to sort the students by grade, and alpha. Homerooms will display in the "HmRm" column. Blanks in the "HmRm" column indicate a student with no homeroom assignment.
- Fill in the blanks with the correct homeroom code. Save periodically.

2.5 Copy Homerooms from Semester 1 to Semester 2

Secondary schools have 2 semesters in their school master schedule and will need to have identical homerooms for semester 1 and 2. The steps for copying homerooms from semester 1 to semester 2 are described as follows. This will ensure that the homeroom teachers will have identical homerooms set up for both semesters.

1. Use Current Year
2. Copy Homerooms from Semester 1 to Semester 2. Select "1" in the From Semester drop-down and "2" in the To Semester drop-down.
3. Click the "!" button. You will be prompted "Done!" when it is done. This copies the homeroom set up.
4. Copy the home room assignments for students from Semester 1 to Semester 2 by clicking the "!!" button. You will be prompted "Done!" when the process is completed.

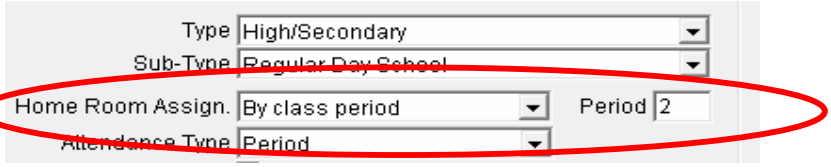


2.6 Secondary Schools Only - Mass Homeroom Assignment by Class Period

Some secondary schools have chosen to use the Mass Homeroom Assignment by Class Period ***(see School Details screen)***. This portion of the guide will outline steps needed to run the Mass Homeroom Assign function. This tool allows the school to assign homerooms by a particular class period. In the example below, all period 2 teachers will need to have semester 1 and semester 2 homerooms set up with their names attached, and then the Mass Assign function will guarantee that whatever class a student has period 2, he or she will automatically be assigned the homeroom with that same teacher.

School Details Screen

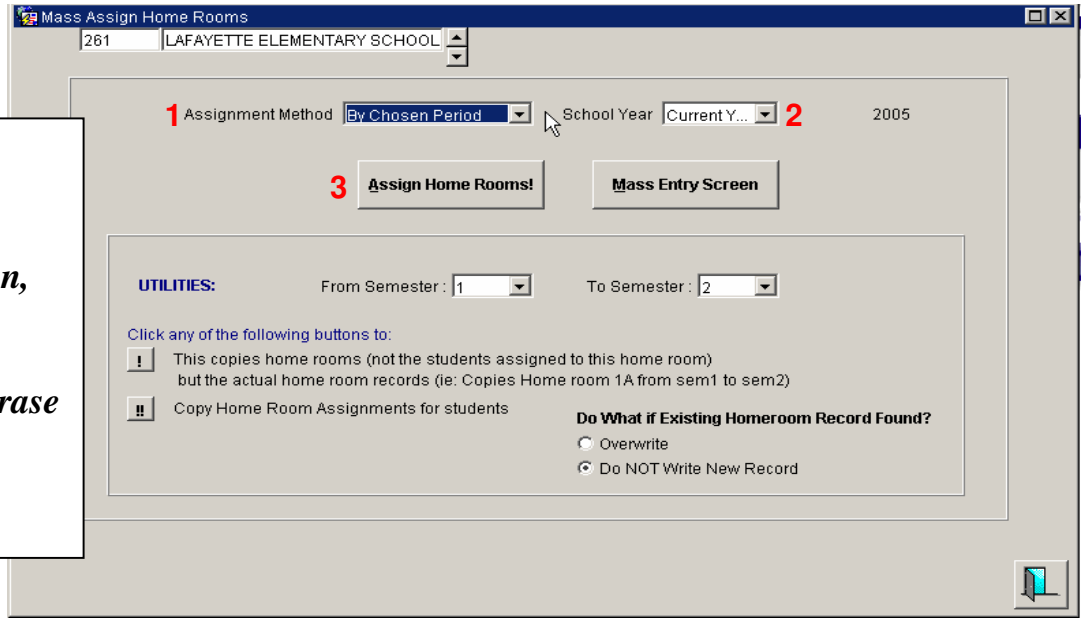
Path: School>School Information> School Details



2.7 Mass Assign Homerooms

1. Select "By chosen period" in the Assignment Method drop-down.
2. Select "Current Year" in the School Year.
3. Click the "Assign Home Rooms!" button.

Note: After clicking the Assign Home Rooms! button, the mass assignment process will erase current homeroom assignments.



When the process is complete, the message line will read **"Finished assigning home rooms"** in the lower left-hand corner of the screen.

3.0 Beginning of Year Processes

Use the Class List to collect attendance/registration information for the first several days of school.

It is recommended that schools use the Class List for the first several days of school or until most schedule changes have been made. A new list may be printed every evening for the next day so it will reflect all schedule changes.

Path: ***Reports-> 04 Class Reporting > Class List***

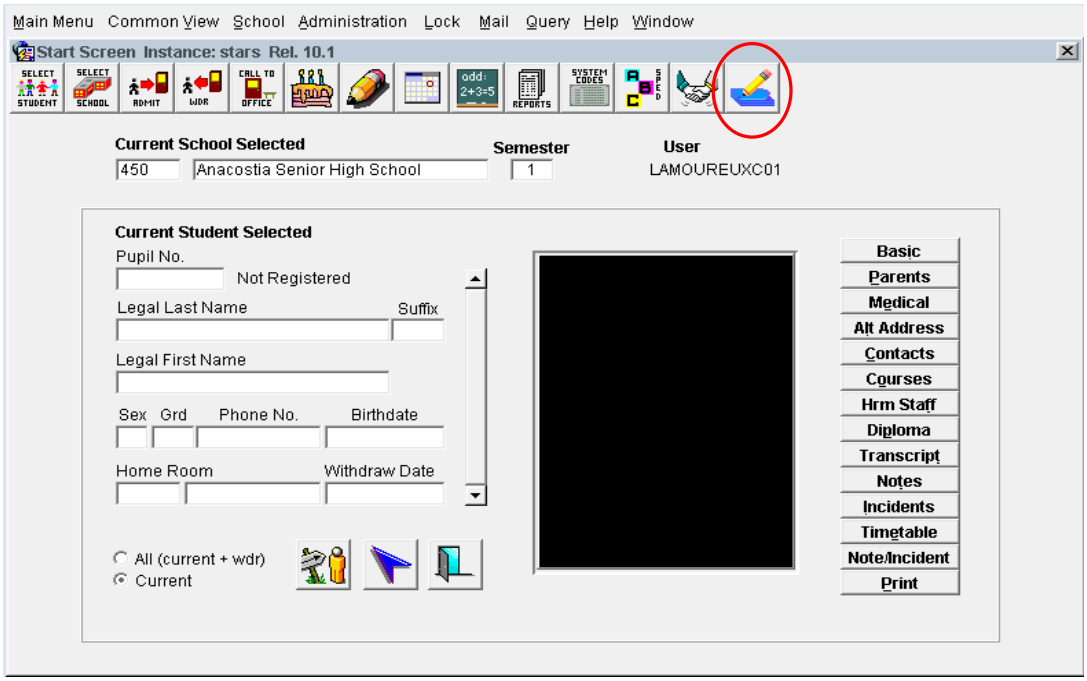
- Run extract for all students.
- On parameter form, select semester 1. This will print semester one and year long courses.
- Sort by teacher.
- Distribute Class Lists to teachers.
- Teachers should use the lists to note student presence or absence and return the list to the attendance office.

Registration and Attendance Reminder: No student should be marked absent on the first day of school.

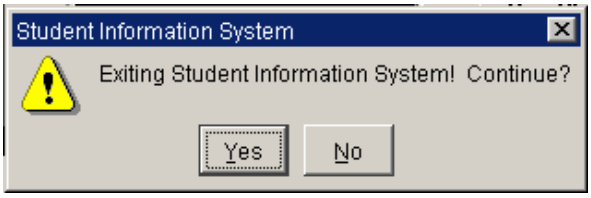
- A student should be registered on the first day that they attend.
- The days after a student has been registered, absences may be recorded for them.
- Therefore, if a student is absent on the first day of school, they are not to be registered for that day and cannot be marked absent.
- A student could be registered on the first day and then marked as Tardy (Late) if that applies.

3.1 Verifying Registration

To register students on these first days of school, go to the Attendance Module. ***Path: START Screen > Attendance Module ICON.***



- Click "Yes" when asked if you want to leave eSIS.

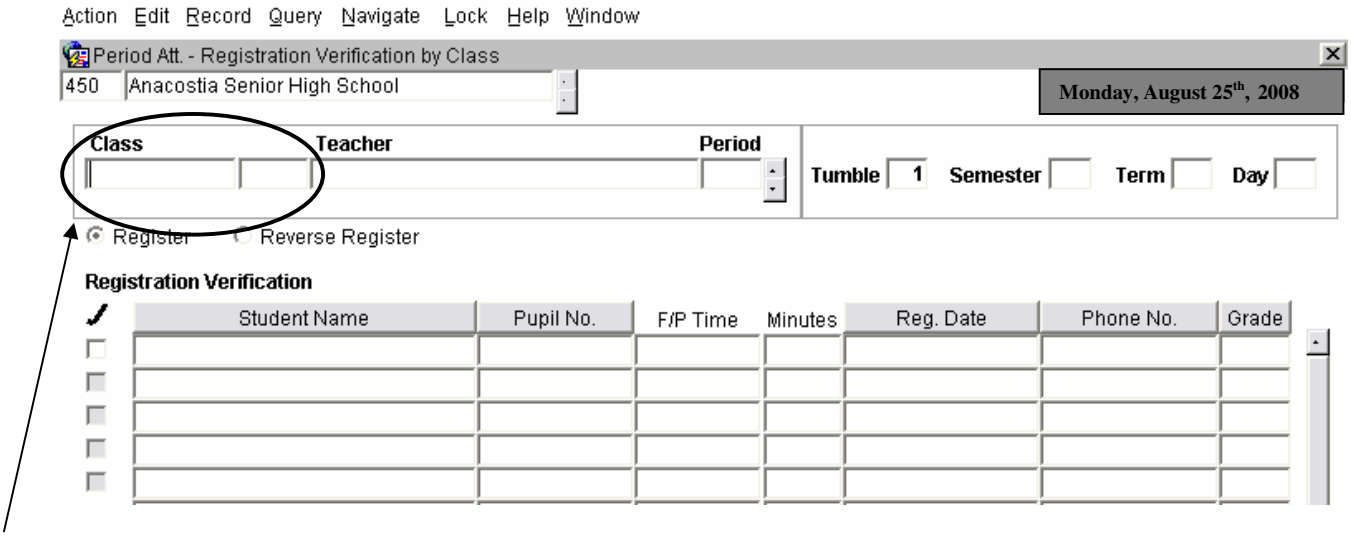


- The **Attendance Date** window opens. Select the **first** day of school: 08/25/2008.

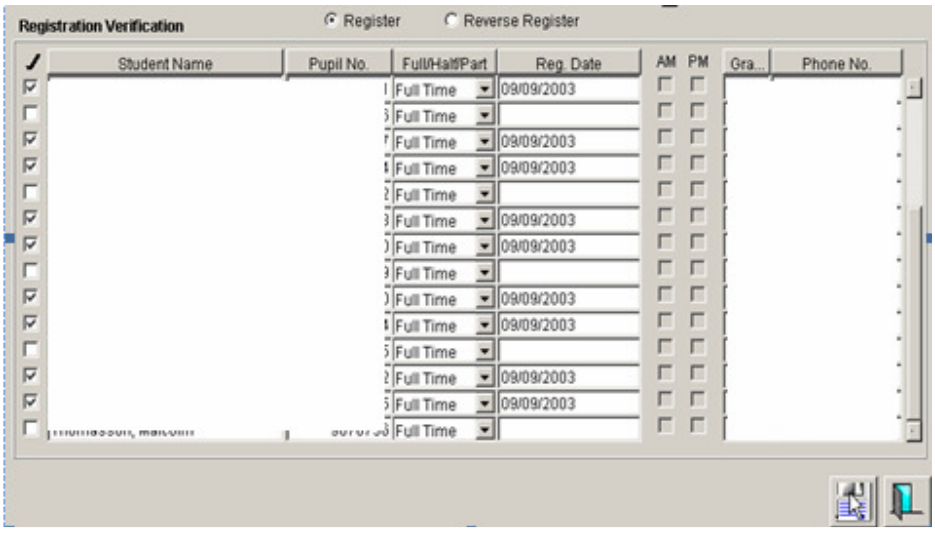
On the **first day of school**, register previously enrolled students who show for the first time this year. Remember, a student may first attend the homeroom or may first attend a class period, depending on what time they arrive. Be prepared to register students in either. Do this in either ***Verify Registration by Homeroom*** or ***Registration by Class***.

Path: Period Attendance > Verify Registration > Verify by Home Room OR Verify by Class

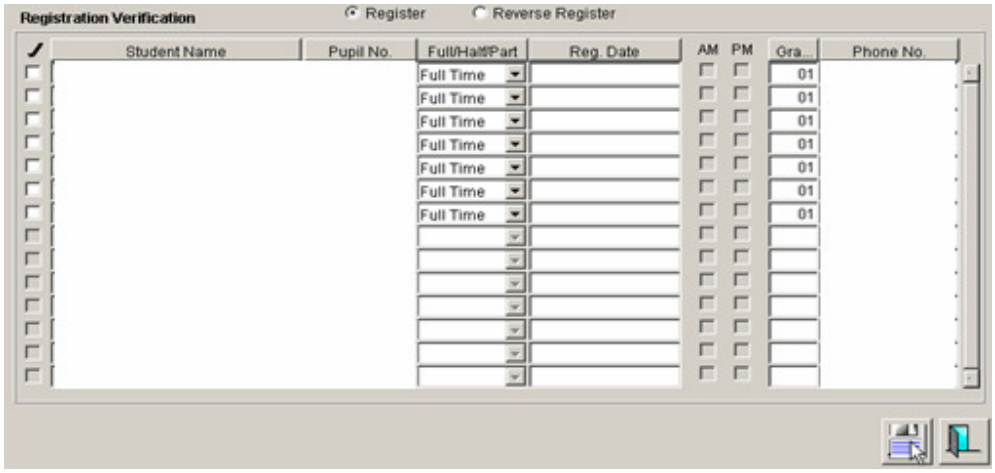
The **Period Att. - Registration Verification by Homeroom** OR ***Period Att.-Registration Verification by Class*** screen opens.



- Query the first class period or simply query all class periods by selecting F8 and check all students who are present the **first day of school**.
- Then in the first class period, check all students who are present the **first day of school**.
- Click the **Save** button. These students are registered with the date of the **first day of school.**



- After saving, the screen lists only students who are **NOT** registered. Query the next class, register students and continue doing this for all class periods. Once a student has been registered, they will not appear on class lists for periods later in the day..



3.2 Student Roster

Run the **Student Roster List** report in the morning. Principals will call the Central Office to report the total enrollment count.

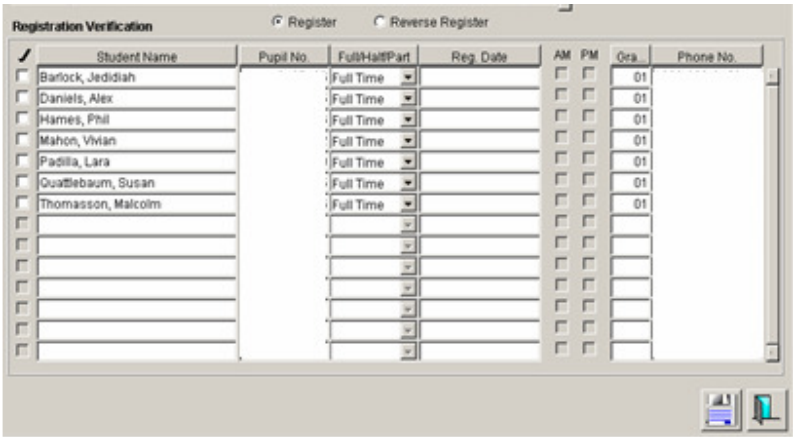
Path: Reports > DCPS Most Common Reports > Student Roster List (R101)

3.3 Second Day of School Registration

On the **second day of school**, register students who show for the first time this year. Follow the same procedures that you did on the first day.

Period Att.- Registration Verification by Homeroom OR **Period Att.- Registration Verification by Class** screen lists only those students who have not been registered yet.

Path: Period Attendance > Verify Registration > Verify by Class



- Check only those students who showed today, the **second day of school**. **Save**. Students are registered with the registration date of the second day of school.

- On the second day of school, begin to take attendance on all registered students – those that came on the first day of school, but are absent the second day.

Note – The process of student registration continues through the first 6 days of school. Attendance is taken from the second day through the end of the year.

- At the end of the **sixth day of school**, you will **Withdraw** *all previously* enrolled students who have not registered, and you will **No Show** *new students* who have not registered.

Note – All students who do not show must be removed from the school.

3.4 For a school-wide list of students who did not show, go to *Path:* ***Reports > DCPS Most Common Reports > Student List-Not Registered***. This report lists all students who are admitted at your school, but not registered.

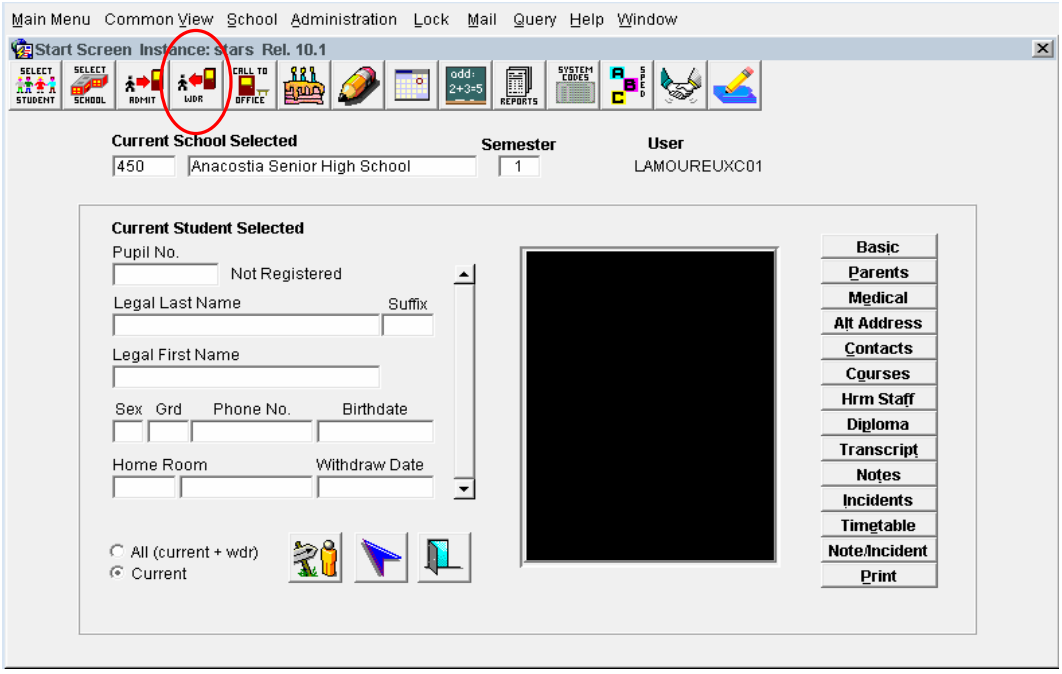
At the end of the 6th day, all students on this list must be removed from the school. Remove by using the Withdrawal or the No Show process.

3.5 In **DC STARS**, there are two separate processes for removing students from your school, **Withdrawal** and **No-Show**.

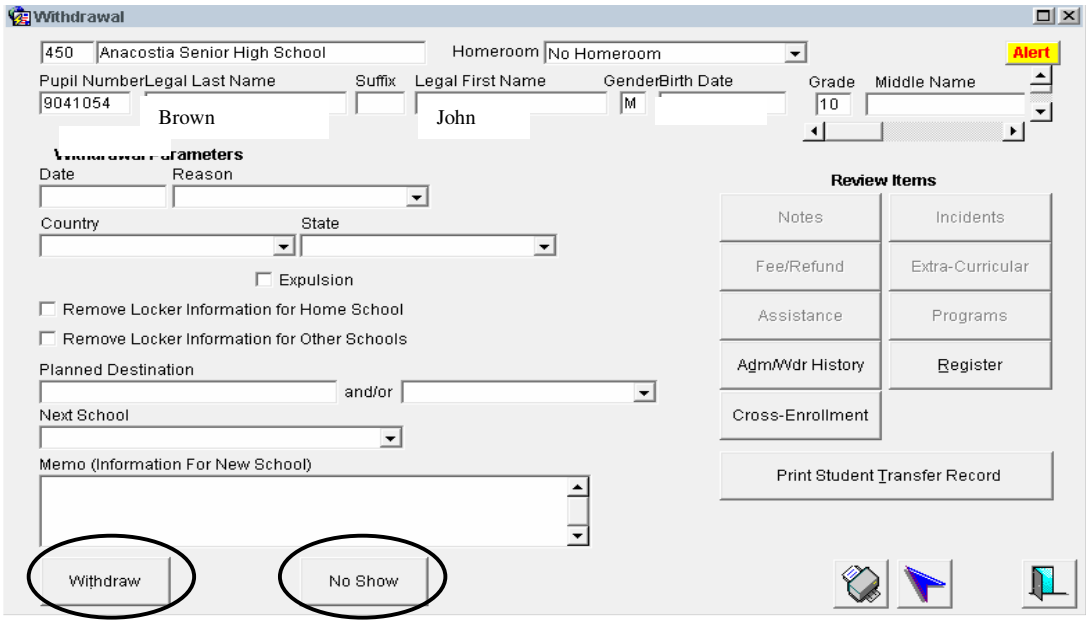
Withdraw or No Show Decision

Students who **finished** the year at your school last year, but don't show….	**=> Withdraw**
Students who **did not finish** the year at your school last year e.g., they enrolled over the summer, but don't show…	**=> No Show**

For those students that you need to withdraw or no show, click on the **Withdraw Student** icon on the Start Screen.



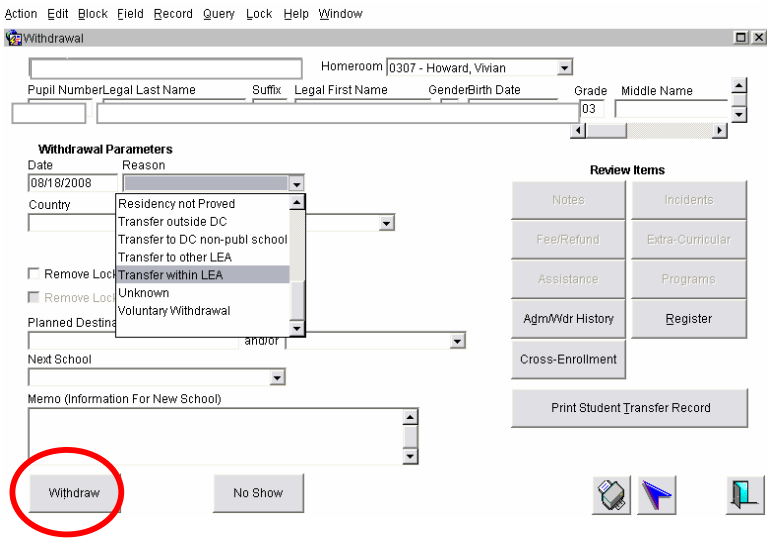
The **Withdrawal** screen opens. Query up the first student to be withdrawn using the ***Student List – Not Registered*** report. Remember, **Withdraw** students who finished the last school year at your school, and **No Show** students who did **not** finish the last school year with you, but enrolled over the summer.



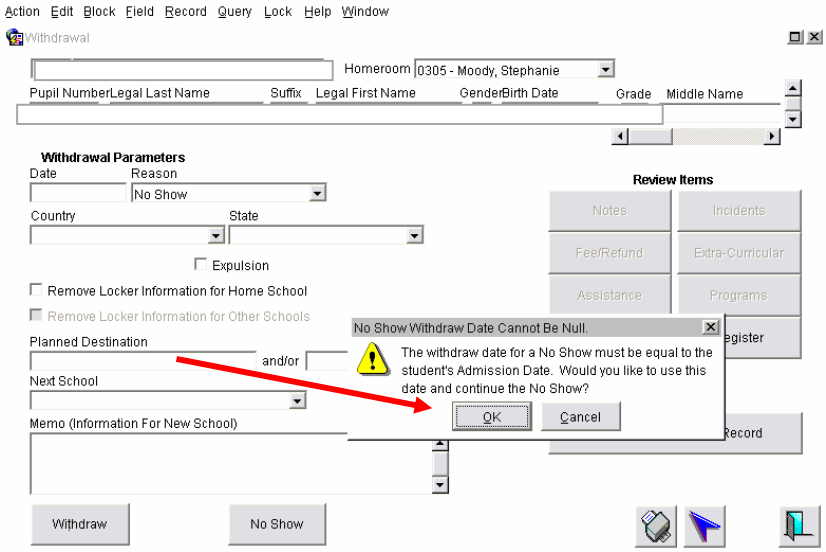
Withdraw or No Show

Remember: Withdraw students who finished the last school year at your school, and **No Show** students who did **not** finish the last school year at your school, but enrolled over the summer.

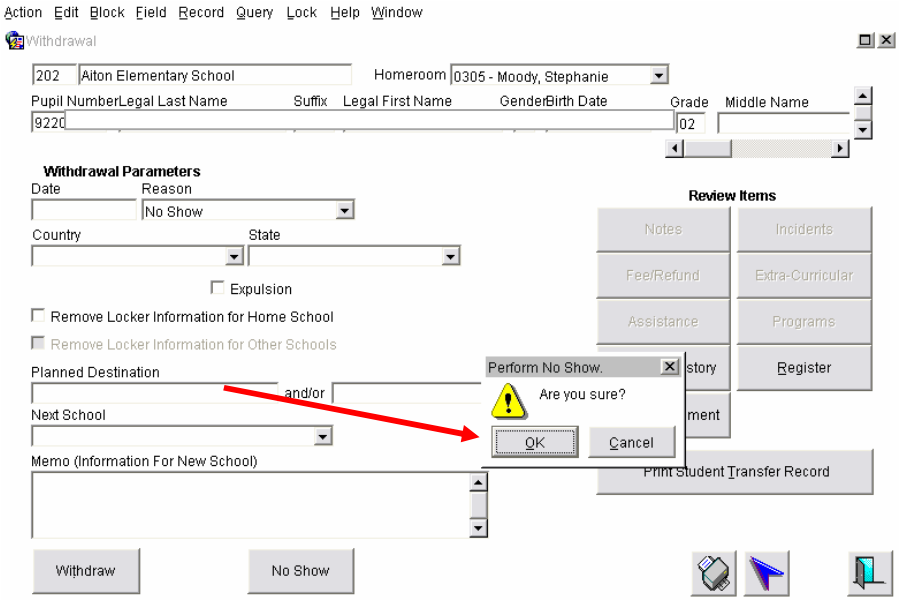
a. To **Withdraw** a student, enter the **Zero Day**, **08/18/2008** for School Year 2008–2009 and select the correct **Withdrawal Reason**. Click the **Withdraw** button and continue the process as usual. The student will be withdrawn from your school and will have a Withdrawal Record.



b. To **No Show** a student, select "**No Show**" as the Withdrawal Reason, then **click the No Show button**. **Do NOT insert a Date.** Click **OK** when prompted for the No Show date. The software will auto-populate the date field.



Click **OK** to the **Perform No Show – Are You Sure?** prompt. The student's admission record is removed from your school.



- Complete Withdrawing and No Showing students who have not shown. Your membership count will be correct when:
  1) You have registered only those students who have physically come to school and;
  2) You have withdrawn or no shown all students who did not show.

Re-run the **Student List – Not Registered** report to be sure you've withdrawn and/or no shown all students who did not show (***Path: Reports > DCPS Most Common Reports > Student List – Not Registered***).

Run the **Student Roster – List** report to get a list of all admitted and registered students. (***Path: Reports > DCPS Most Common Reports > Student Roster List (R101)***). This report lists all students who are admitted and registered at your school and provides the registration date.

4.0 Reconcile Roster

- **Reconcile Roster –** Review current roster. Review and reconcile all admissions and withdrawals done during YET. Review cross-enrolled students and remove those that should not be there.

- **Run Admission / Withdrawal Report –**
  Path: ***Reports > Enrollment Reporting > Admission / Withdrawal Report (ON).*** Run report for withdrawals and admissions between 06/13/2008 and 09/02/2008.

- **Run Cross-Enrolled Student Report –**
  Path: ***Reports > Enrollment Reporting > Cross-Enrolled Students.*** This report shows students in two groups:
  1) Those that are enrolled at another school and cross-enrolled to your school, and
  2) Those who are enrolled at your school and cross-enrolled to another school.

Clean-up Cross Enrollment Data – Work with appropriate schools to correct any erroneous cross-enrollments.

- **Run Student List-Not Registered Report**-
  Path: Reports>DCPS Most Common Reports>Student List>Not Registered

5.0 First Week of School Processes

Day 1
1 – Register all enrolled students who attend on Day 1 **NO STUDENT IS MARKED ABSENT ON DAY 1.** 2 - Admit and register any new students who show up and attend on Day 1 3 – Give enrollment count (R101) to Principal for reporting purposes to Central Office (825 N. Capitol Street). 4 – Withdraw or No Show students who were admitted in your school but are now being requested by the school that they will be attending. 5 – Ensure that homeroom changes are made in DC STARS at the same time as they are physically made in the school.

Day 2
1 – Register all enrolled students who come for the first time on Day 2 2 - Admit and register any new students who show up and attend on Day 2. 3 – Give enrollment count (R101) to Principal for reporting purposes to Central Office (825 N. Capitol Street). 4 – Withdraw or No Show students who were admitted in your school but are being requested by another school where they will be attending. 5 – Record absences for Day 2 (only students who attended and were registered on Day 1 can have attendance taken). 6 – Ensure that homeroom changes are made in DC STARS at the same time as they are physically made in the school.

Day 3
1 – Register all enrolled students who come for the first time on Day 3 2 - Admit and register any new students who show up and attend on Day 3. 3 – Give enrollment count (R101) to Principal for reporting purposes to Central Office (825 N. Capitol Street). 4 – Withdraw or No Show students who have enrolled at your school but are being requested by another school where they will be attending. 5 – Record absences for Day 3 (only students who attended and were registered on Day 1or 2 can have attendance taken). 6 – Record absence reasons for Day 2 absences. 7 – Ensure that homeroom changes are made in DC STARS at the same time as they are physically made in the school.

Day 4
1 – Register all enrolled students who come for the first time on Day 4. 2 - Admit and register any new students who show up and attend on Day 4. 3 – Give enrollment count (R101) to Principal for reporting purposes to Central Office (825 N. Capitol Street). 4 – Withdraw or No Show students who have enrolled at your school but are being requested by another school where they will be attending. 5 – Record absences for Day 4 (only students who attended and were registered on Day 1, 2 or 3 can have attendance taken). 6 – Record absence reasons for Day 2 & 3 absences. 7 – Ensure that homeroom changes are made in DC STARS at the same time as they are physically made in the school.

Day 5

1 – Register all enrolled students who come for the first time on Day 5.
2 - Admit and register any new students who show up and attend on Day 5.
3 – Give enrollment count (R101) to Principal for reporting purposes to Central Office (825 N. Capitol Street).
4 – Withdraw or No Show students who have enrolled at your school but are not being requested by another school where they will be attending.
5 – Record absences for Day 5 (only students who attended and were registered on Day 1, 2, 3 or 4 can have attendance taken).
6 – Record absence reasons for Day 2, 3 & 4 absences.
7 – Perform a class list audit to verify that students in each class match those listed in DC STARS for each class. Print HRAC or MEMB and have teachers compare names on the list against those sitting in their class.
8 – Ensure that homeroom changes are made in DC STARS at the same time as they are physically made in the school.

Day 6

1 – Register all enrolled students who come for the first time on Day 6.
2 - Admit and register any new students who show up and attend on Day 6.
3 – Give enrollment count (R101) to Principal for reporting purposes to Central Office (825 N. Capitol Street).
4 – Withdraw or No Show students who have enrolled at your school but are not being requested by another school where they will be attending.
5 – Record absences for Day 6 (only students who attended and were registered on Day 1, 2, 3, 4, or 5 can have attendance taken).
6 – Record absence reasons for Day 2, 3, 4 & 5 absences.
7– Use Student List Not Registered Report
8 – Remove all students who have not attended by the end of day 6 using either the Withdrawal or No Show Process.
9 – Ensure that homeroom changes are made in DC STARS at the same time as they are physically made in the school.

Days 7 through the end of year
1 - Admit and register students according to policy. 2 – Withdraw students in a timely fashion when they leave your school and are requested by another school. 3 – Record absences for each day. 4 – Record absence reasons for pervious days absences. . 5 – Ensure that homeroom changes are made in DC STARS at the same time as they are physically made in the school.

Appendix

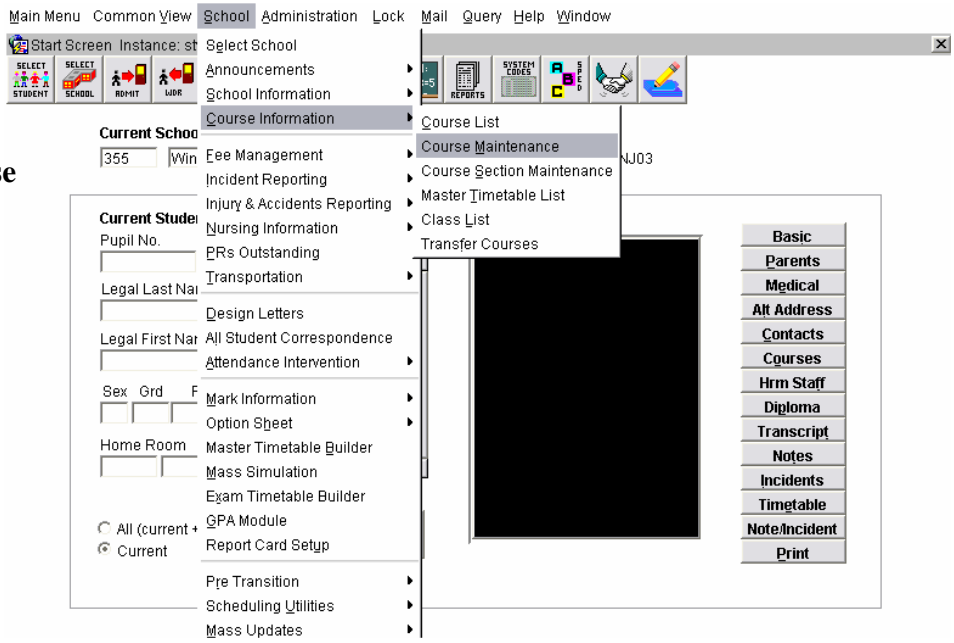
Setting Up the Advisory Period

Usually, the self-contained PreK-5th and some 6th grade classes take attendance once a day during homerooms. Education Campuses offer a different model, where the students in PreK -5th grades are taught in the same classrooms according to grade level while the 6th, 7th, and 8th grades switch to different classes during periods throughout the day. Since the 6th, 7th, and 8th grades transition to different classes during these periods, schedules are given to the students and therefore period attendance **must** be taken for each class. The PreK-5th grades will take attendance one time during a special Advisory class period. In this section, the user will learn to complete the setup to accommodate lower grades having a special advisory class.

Adding the Advisory Course to Course List

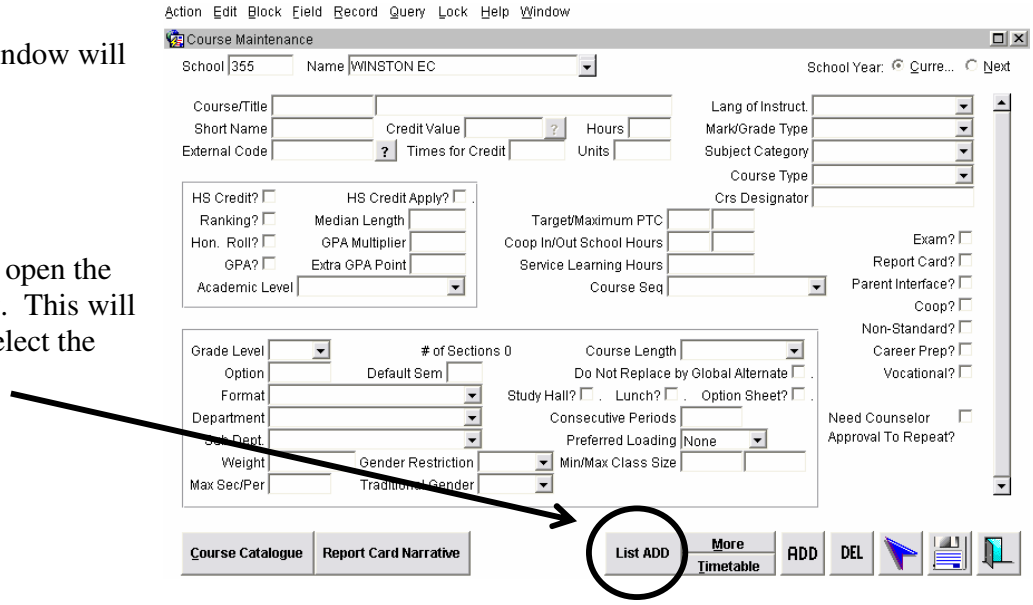
The first step in adding the Advisory Course to the school's Course List is to pull the Course into Course Section Maintenance.

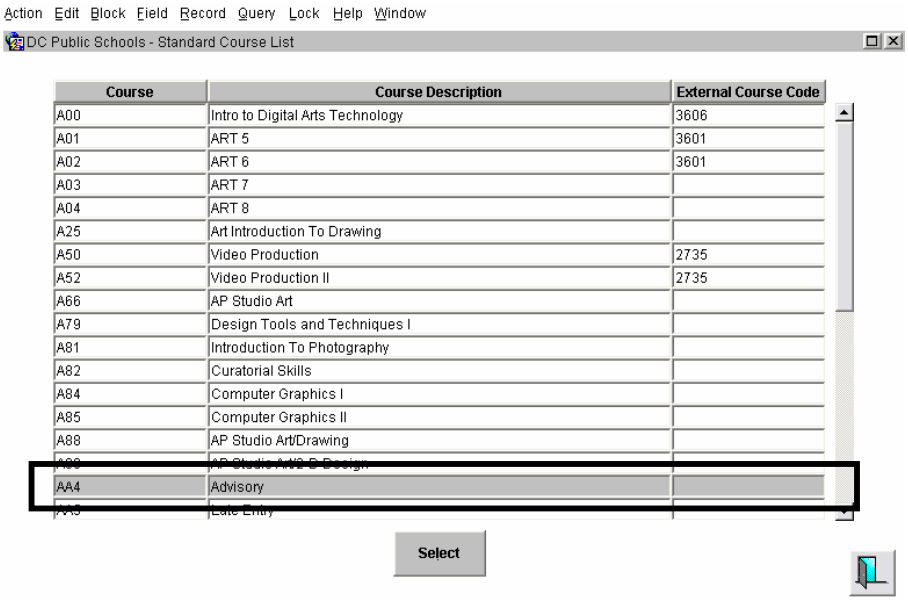
From the DC STARS Start Screen, select **School** menu > **Course Information > Course Maintenance.**



The **Course Maintenance** window will display.

Click the **List ADD** button to open the Standard Course List window. This will allow the user to locate and select the Advisory Course.





In Standard Course List window, locate course code **AA4** for the Advisory course and click the **Select** button to choose this option and return to Course Maintenance.

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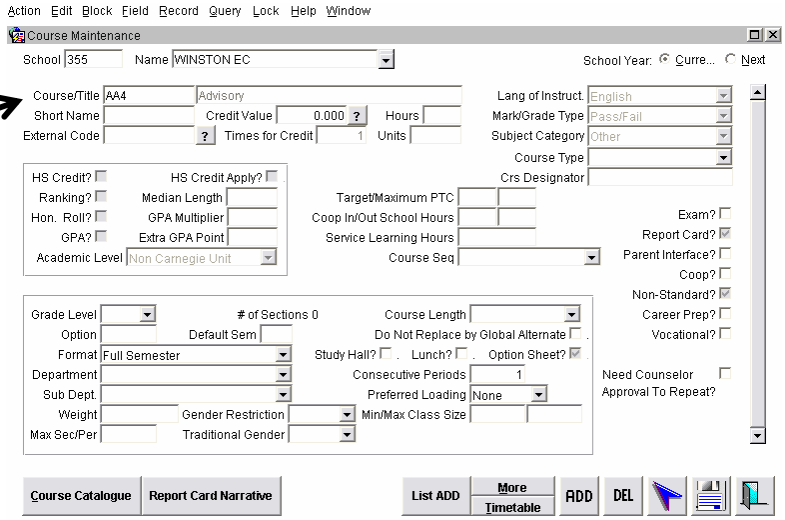
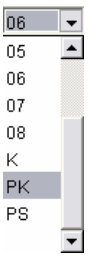
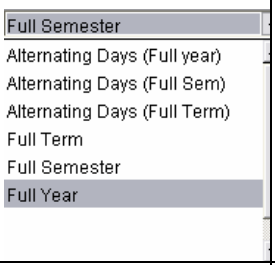
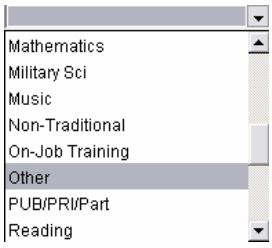
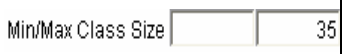
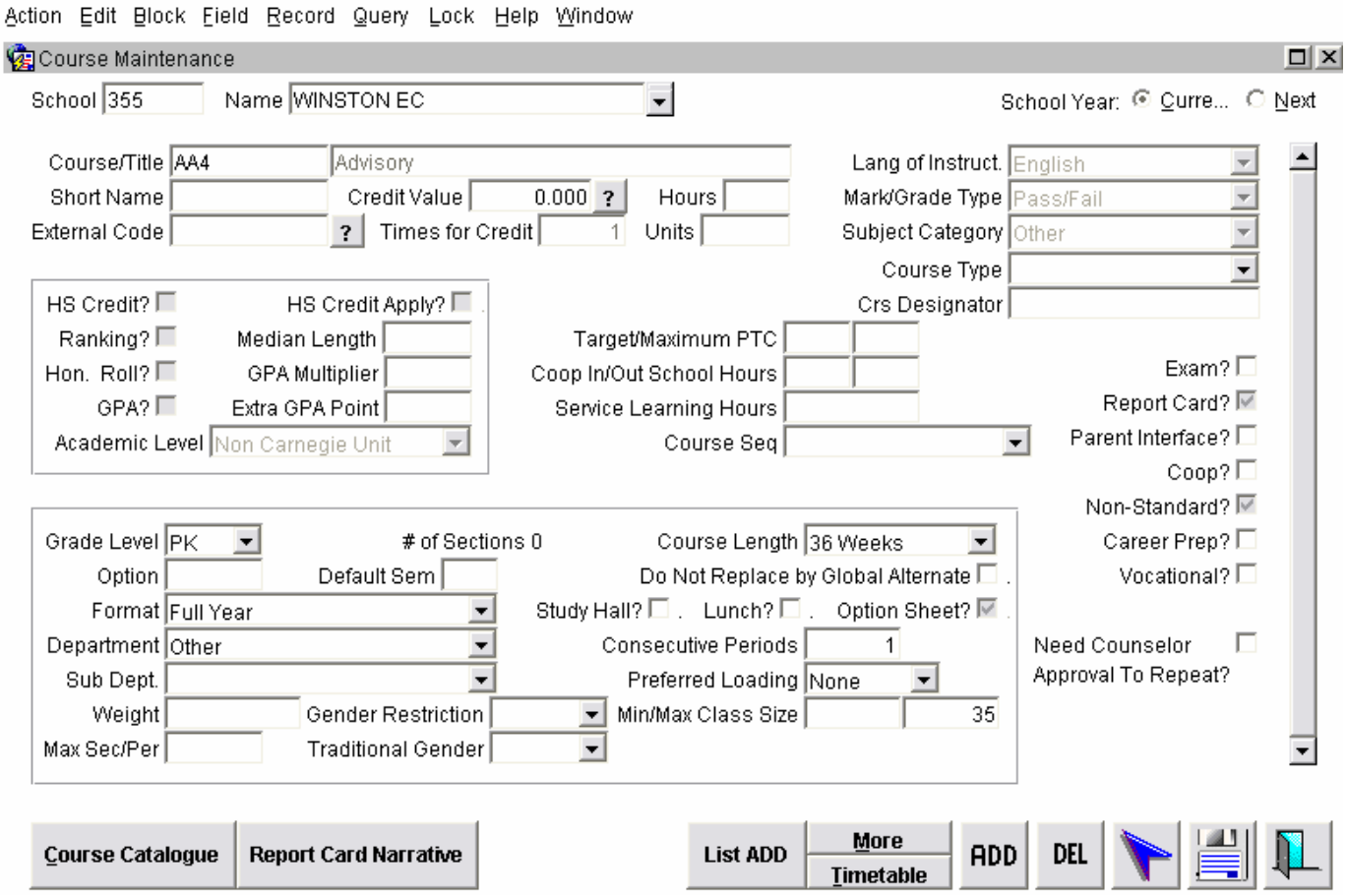
AA4 is now pulled into Course Maintenance.

To complete this Advisory course entry, complete the **Grade Level**, **Format**, **Department**, **Course Length**, and **Min/Max Class Size** entry fields.



Grade Level	Format	Department	Course Length	Max Class Size
				
Enter PK or PS in the grade level dropdown menu. This includes the lowest grade that can take this course and all of the higher grades.	Change the Format to Full Year.	Select Other in Department dropdown menu.	Change to Course Length to 36 week. This must match the Format of Full Year.	Enter the Maximum class size in the second input field. The user may enter the minimum class size in the first input field but it is not required.

Select the **Save** button to store the Advisory course in the school's Course list.

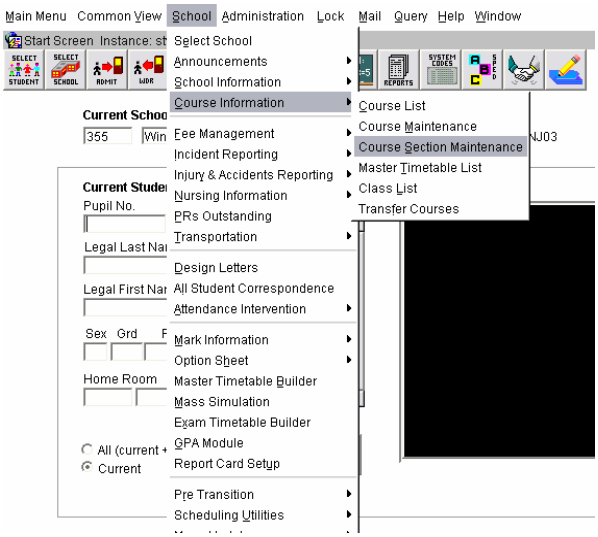


Click the door to Exit the Course Maintenance window and return to the DC STARS Start Screen.

Setting up Course Section Maintenance for the Advisory Course

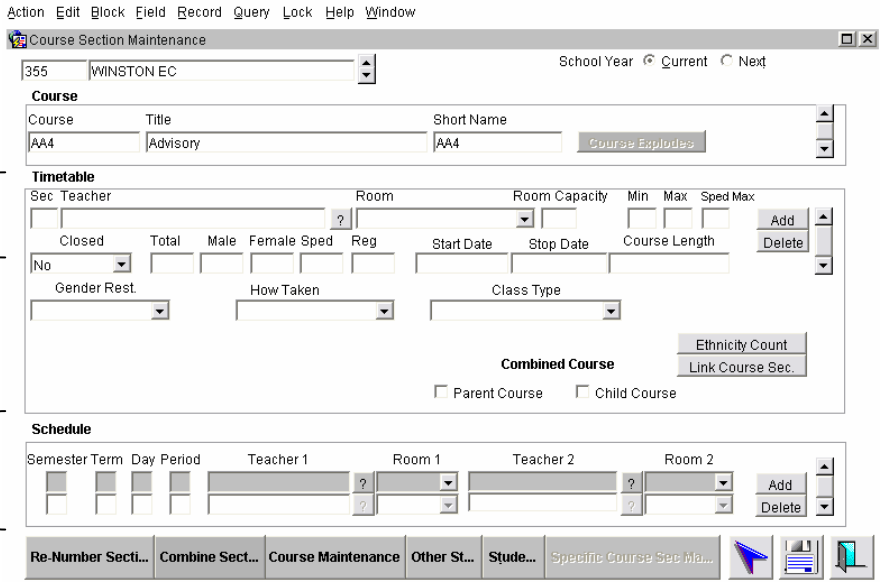
After the user successfully adds the Advisory Course to the schools Course List, sections for each grade level must be created. This assigns classes and teachers to the course, and also designates when the course is in session (Semester, Term, Day, and Period).

From the DC STARS Start Screen, select the **School** menu > **Course Information** > **Course Section Maintenance**

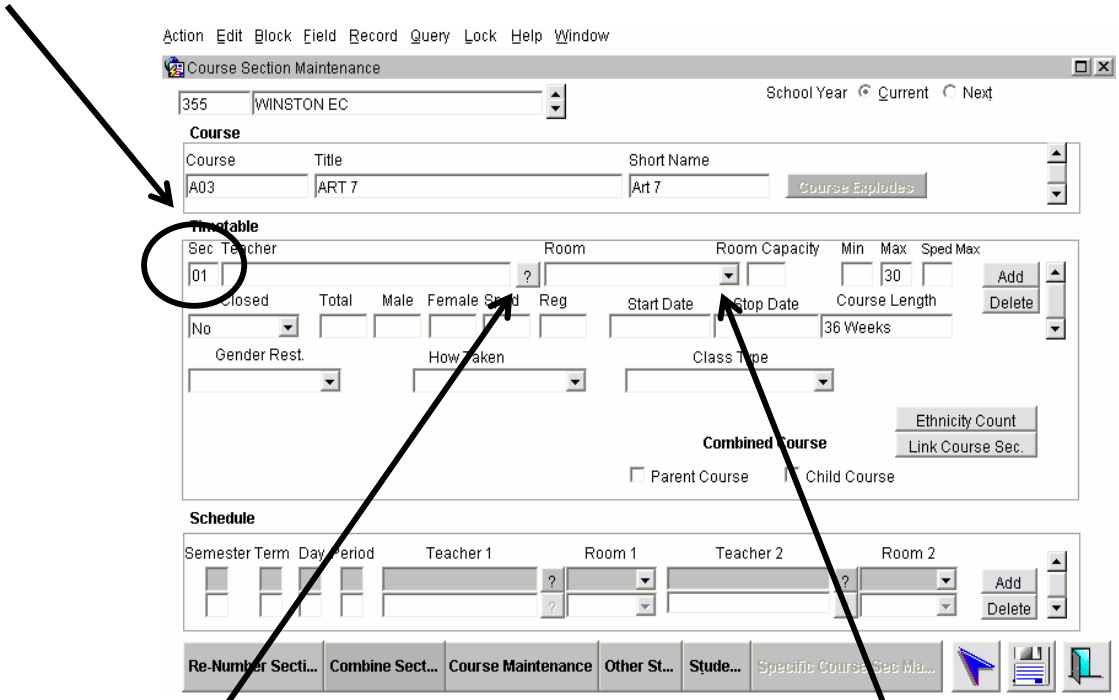


In Course Section Maintenance window, the user must complete at least two entries:

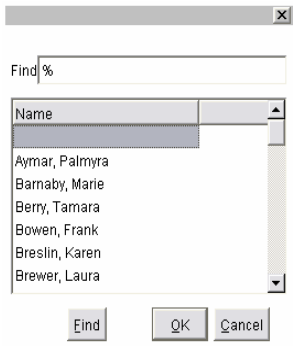
1. **Timetable**
2. **Schedule**



In the Timetable section, enter a 1 or 2 digit section code in the **Sec** field. This will differentiate each section of students in each grade level.

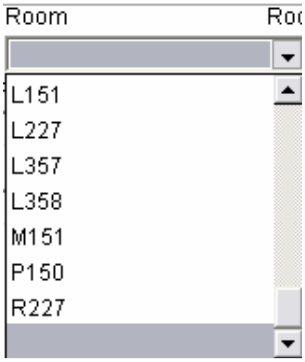


Select the ? to open the List of Values for teachers.



Select the teacher of the Advisory class and click **Ok**.

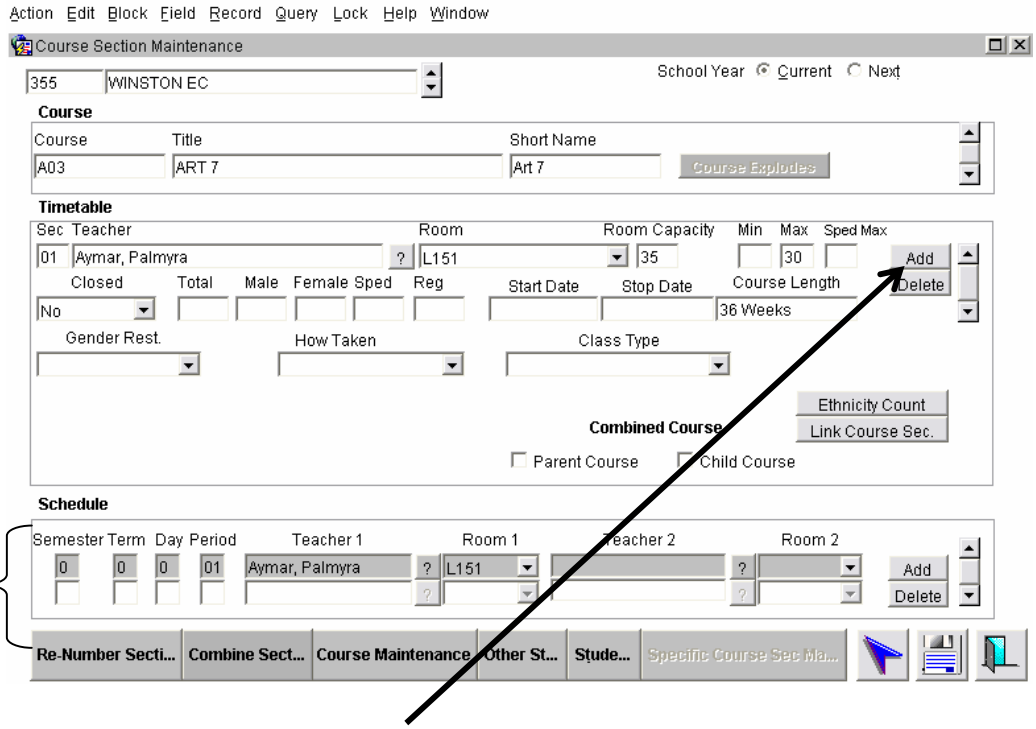
Select the **Room** dropdown menu to choose a Room number the Advisory Class is located.



The Advisory class for self contained students will occur during 1st period daily for the entire school year.

In the **Schedule** section, enter **0** for **Semester**, **0** for **Term**, and **0** for **Day** representing a Full Year course taken every day of the week. Enter **01** in the **Period** field to represent the course occurs during 1st period.

Select the **Save** button to save entries.



After completing the Timetable and Schedule sections of Course Section Maintenance, the user may add additional sections for each class/grade level by clicking the **Add** button. Follow the steps to enter new information in the **Timetable** and **Schedule** fields for the new section.

All sections for the Advisory class of the school's self-contained grades (PreK through 5th or 6th) should now be entered in Course Section Maintenance.